

HOOVER CITY SCHOOLS

Personal Leave Request Form for Days 3 – 5

Certified Personnel

Certified personnel are entitled to 5 personal days per year.

Board policy Section 5.10.5 states that the request for these day(s) must be in writing in advance and approved prior to the days(s) being taken. It may not be taken immediately before or after a school holiday or in the first or last ten days of school term unless approved by the immediate supervisor. If school operations are jeopardized and sufficient staffing is questionable, approval may be denied. The employee is charged \$80/day for personal days 3-5. It is the responsibility of the employee to keep up with the number of personal leave days used to ensure proper approval is obtained.

I request _____ day(s) of personal leave on the following date(s):

Days 1 and 2 were taken on _____. I understand that the cost of these is \$80/day whether or not a substitute is required and will be deducted from my pay for each of the allowable days taken.

Print Employee Name as on Payroll Records

Employee Signature

Date

Principal Signature

Date